

Agenda

DANTES Test Control Officers (TCO) Workshop

Tuesday

0730-0800	Workshop Registration Training Personnel
0800-0810	Welcome/Introduction Deputy Director, DANTES
0810-0825	Role of the Special Enlisted Advisor DANTES Special Enlisted Advisor
0825-0830	Administrative Remarks Training Manager
0830-0845	Break
0845-0915	DANTES Overview
0915-0950	DANTES Examinations Program Introduction Exam Programs
0950-1000	Break
1000-1045	Operational Policies and Procedures – TCO Qualifications & Test Center Requirements Operations Specialist, Exams Program
1045-1100	Break
1100-1145	Continuation of Operational Policies and Procedures
1145-1300	Lunch
1300-1350	Continuation of Operational Policies and Procedures
1350-1400	Break
1400-1450	Test Program Characteristics - Credit-by-Examination (CBE) Operations Specialist, Exam Programs
1450-1500	Break
1500-1550	Continuation of CBE Program Characteristics

Wednesday

0800-0850	Continuation of Test Program Characteristics - GED, Undergraduate Admissions
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0850-0900	Break
0900-0950	Continuation of Admission Testing Program Characteristics
0950-1000	Break
1000-1050	Continuation of Admission Testing Program Characteristics
1050-1100	Break
1100-1145	Computer Based Testing (CBT) Characteristics
1145-1300	Lunch
1300-1350	Operational Policies and Procedures – Receiving and Inventorying Exams
1350-1400	Break
1400-1450	Continuation of Operational Policies and Procedures – Administering Exams
1450-1500	Break
1500-1550	Continuation of Operational Policies and Procedures – Administering Exams

Thursday

0800-0850	Operational Policies and Procedures – Returning Exams
0850-0900	Break
0900-0930	Score Interpretation
0930-0940	Break
0940-1050	Conflict of Interest and Test Loss/Compromise Procedures
1050-1100	Break
1100-1145	Certification Programs Manager, Certification Program
1145-1300	Lunch
1300-End of Workshop	Test Security Video and DANTES TCO Examination